



City of San Marcos
Accounts Payable Direct Deposit (ACH) Request

Supplier / Vendor Name
or City Employee: _____

Must match name on bank account

Address: _____

City, State, Zip: _____

Day-Time
Contact Phone: _____

E-Mail Address: _____

Financial Institution: _____

Bank / Credit Union Name

Routing Number: _____

Nine digits that identify the financial institution

Account Number
to be Credited: _____

Must include all numbers required for ACH deposit

PLEASE NOTE THE FOLLOWING

- The first payment after requesting direct deposit **will not** be deposited into your account. To ensure accuracy of the first deposit a pre-note will be implemented and an actual check will be mailed to you.
- Once a successful pre-note has been established all future payments will be directly deposited into your account.
- Only one bank account may be used per supplier, vendor or city employee.
- Please contact the City of San Marcos Finance Department at (512) 393-8170 with any questions.

I understand the conditions set forth, and would like to have my payments directly deposited into the account listed above:

Signature: _____

Date: _____